Chapter 6

RESOURCING

1. **Rules of Engagement**

ROE #1. Civilian Personnel Transfer Rules/Instructions. Where O&M dollars and civilian FTEs are identified by the host, the participating Service will transfer dollars and FTEs to meet the host requirement. If the participating Services' budget baseline is less than the host Service's requirements, the participating Service may decline to consolidate or may negotiate an agreement with the host. The negotiation will take place prior to DEB decision. No military resources will transfer.

ROE #2. One-Time Costs. The Operations and Maintenance (O&M) one-time costs identified for non-Service-unique requirements in an ITRO study will be fair shared. Services will prorate costs based on ADSL. All transfers will be subject to appropriate regulations and laws. "Other Procurement" one-time costs identified for non-Service-unique requirements will not normally be fair shared. However, circumstances may dictate the need for participating Service(s) to procure an item.

ROE #3. Study Factors for Budget Based Transfer (BBT). The BBT will be based upon Deputy Executive Board approved study factors that existed at the time of the study. Standard DOD inflation factors will be used to inflate dollars to current year dollars. The Manpower Committee will determine the number of BOS personnel and the appropriate mix (and other appropriate procedures).

ROE #4. Recurring Resource Requirements following a BBT effected since 1993. The host Service will absorb changes in participating Service's non-unique requirements (excluding inflation) up to a $100K threshold ($25K for DHP programs). Beyond this threshold, the participating Service will issue an execution year transfer (usually a MIPR) to the host or, in the case where requirements decrease, receive an execution year transfer from the host until a BBT is accomplished to permanently realign the dollars.

   Example: Air Force consolidates their Lazer training with the Army effective FY01. A BBT is accomplished in FY03 to realign $375,000 from the Air Force to the Army for this training. In FY04, Air Force student load requirements increase resulting in an additional $60,000 needed to train the increased load. No MIPR is required since the change does not exceed the $100,000 threshold. However, in FY07, the Air Force requirements increase once more, and now the cumulative change is $110,000. The Air Force will MIPR this amount until a BBT can be accomplished to permanently move the $110,000 over to the Army for the increased student load requirements. Once the new BBT is completed, the new baseline is $485,000 (the original $375,000 plus the $110,000). Future increases in funding requirements driven by Air Force student load changes will be absorbed by the Army until the $100,000 threshold is once again exceeded.

ROE #5. Funding responsibilities if the Host or One or More Participating Service(s) no longer has formerly Consolidated Training Requirement. The former host Service will MIPR to new host resources calculated using the most recent budget quality cost factors until a budget based transfer is accomplished to permanently move the resources. If there is no longer a training requirement on the part of the participating Service, there will be no refund.

ROE #6. Basis of Military Interdepartmental Purchase Request (MIPR) Payments. The DEB-approved-transfer will be modified for changes in the ADSL identified at least 4 months prior to the issuance of the MIPR to provide enough time to meet financial time lines. The MIPR is normally issued on 1 Oct of the new fiscal year.

ROE #7. Base Operating Support (BASOPS) for Training Detachments. The host pays all the BASOPS for detachments, unless the support desired is above that normally provided to all tenants.

ROE #8. Funding Responsibilities if a quota course is converted to an Interservice course. The host Service may request a partial or full ITRO study to establish the long-term impact of establishing an Interservice course. Regardless of level of study, a Memorandum of Agreement is required.

ROE #9. Student Arrival and Departure. Each Service, to the maximum extent possible, has the obligation to minimize the "hold" time for students awaiting training.

ROE #10. Instructor Fair Share. If a Service does not provide its fair share of instructors, the Host and/or Participating Service(s) will contact their Steering Committee member for resolution. It may be necessary to reduce a Service's student input accordingly.

2. **Budget Based Transfers (BBT)**

   a. Procedures. Procedures for approved ITRO consolidation/collocations. BBT requires each participating Service to submit an agreed to resource transfer exhibit to OSD. This exhibit defines the recurring O&M dollars to be transferred to/from each Service's Future Years Defense Plan (FYDP) baselines. This exhibit will be submitted during the Budget Estimate Submission (BES) cycle. This cycle occurs each fiscal year during the summer. The time lines for submission will require each Service's Training and Medical Commands to submit the agreed to resource transfer exhibit to their respective Service department level office of primary responsibility at various times (No later than 1 August for Air Force, Navy, and Marines, and mid-February for the Army) to meet specific department suspense. The submission must meet these time lines to allow sufficient time for coordination at the Service Department Level. In regards to the Medical Commands, the mission (and also BOS for Army medical) related resource transfers will be accomplished through the appropriate Secretary of Health Affairs Office in the DOD.

   b. Responsibilities
      (1) The Training Resources Coordinator (USAF Steering Committee member) will facilitate accomplishing BBTs between Services. The Cost Committee chair will coordinate efforts of the Services. Responsibilities include the following:
         (a) Initiate BBTs after final implementation of approved ITRO studies, normally after second full year of initiation of training.
         (b) Establish milestones for the Services' training commands and the medical command BBT representatives to submit data for resource transfer exhibit; complete all internal/external coordination, and submit to respective Service's department level representative to meet BES cycle requirements.
         (c) Complete resource transfer exhibit for data received from Services' BBT representative and return for validation and coordination.
         (d) Prepare memorandum to be signed by each participating service, which will accompany Services' submission of transfer amounts to OSD. Memo will state nature of the transfers and that all involved Services agree with the amounts contained in the transfer exhibit.
         (e) Coordinate with each Service's BBT representative to ensure all BBT actions are accomplished and track progress against established milestones.
         (f) Submit periodic BBT progress updates to Resource Committees Coordinator.
      (2) The Services' training commands and medical training commands will designate a BBT representative from the appropriate office of responsibility. Representatives' responsibilities include the following:
         (a) Provide all necessary data to accomplish the resource transfer exhibit requested by the Cost Committee Chairman.
         (b) Validate the final resource transfer exhibit.
         (c) Complete all necessary internal/external coordination to meet established milestones.
         (d) Provide coordinated resource transfer exhibits to Service Department level representatives by established milestones.
         (e) Submit BBT progress updates to the Cost Committee Chairman and ITRO Secretariat.
   c. Cost Committee Chairman Requirements
      (1) Notify Service BBT representatives of the proposed BBT action NLT October prior to the upcoming BES and request necessary data for resource transfer exhibit.
      (2) Provide Service BBT representatives with BBT milestones. These milestones will require resource transfer exhibit data to be submitted by October prior to the BES, validation of the completed resource transfer exhibit by November, completion of the internal/external coordination by end of December, and submission to Services' department level representative per the timelines stated in paragraph 2a. Program Budget Decisions will be written by OSD, based upon this coordinated position.

(3) Complete resource transfer exhibit (see Figure 6-1) from Services' BBT representative submissions.

(4) Forward completed resource transfer exhibit to Services' BBT representatives for validation and subsequent coordination and submission to Department Level Representative.

(5) Track progress of BBT actions and provide updates at each milestone completion to the Resource Committees Coordinator.

INTERSERVICE TRAINING REVIEW ORGANIZATION (ITRO) ARMY & AIR FORCE FY 00 PROGRAM BUDGET DECISION INPUT

DOLLARS (000)

ISSUE LABEL	MDEP	PROGRAM ELEMENT	PE/SAG	COMMAND	CMD CODE	FY 00	FY 01	FY 02	FY 03	FY 04
BASOPS (NON-MEDICAL)	QDPW	325779.N	032A	TRADOC*	57	$1,544	$1,578	$1,613	$1,649	$1,691
MISSION (NON-MEDICAL)	TFNC	3217311	032A	TRADOC	57	$81	$83	$85	$87	$90
MISSION (NON-MEDICAL)	TFNC	3217312	032A	TRADOC	57	$191	$196	$200	$206	$211
BASOPS (NON-MEDICAL)		085796	032Z	AETC**	64	-$1,544	-$1,578	-$1,613	-$1,649	-$1,691
MISSION (NON-MEDICAL)		084731	032A	AETC	64	-$272	-$279	-$285	-$293	-$301

MANPOWER

ISSUE LABEL	MDEP	PROGRAM ELEMENT	PE/SAG	REIMB	COMMAND	CMD CODE	UIC	C TYPE	FY 00	FY 01
MISSION (NON-MEDICAL)	TFNC	3217312	032A	C	TRADOC	57	W1E1	GS101	1	1
MISSION (NON-MEDICAL)		084731	032A	S	AETC	64	-	10	-1	-1
BASOPS (NON-MEDICAL)	QDPW	325779.N	032A	C	TRADOC	57	WOVL	GS101	7	7
BASOPS (NON-MEDICAL)	QDPW	325779.N	032A	C	TRADOC	57	WOUV	GS101	2	2
BASOPS (NON-MEDICAL)	QDPW	325779.N	032A	C	TRADOC	57	WOU5	GS101	8	8
BASOPS (NON-MEDICAL)		085796	032Z	S	AETC	64	-	10	-17	-17

NOTE: The dollars for the above civilian spaces are already included in the O&M dollars depicted in the Dollars section of this

*   TRADOC stands for the Training and Doctrine Comma
** AETC stands for Air Education and Training Comma

Figure 6-1, PBD Input

d. Services BBT Representative Requirements

(1) Provide all necessary data requested by the Cost Committee Chairman in the required format (Figure 6-1) by milestone date. Providing this data will require the ADSL and manpower calculations to be validated by each Service's ITRO Manpower representative.

(2) Validate upon receipt the proposed resource transfer exhibit and notify the Cost Chair, in writing, of status by established milestone date.

(3) Upon notification by the Cost Chair, staff/coordinate validated resource transfer exhibit and forward to appropriate Department Level Office of Primary Responsibility by milestone date.

(4) Track progress of resource transfer exhibit and keep Cost Committee Chairman informed.

(5) _____

3. **Future Years Defense Plan Adjustments**. The Planning, Programming, and Budgeting System (PPBS) is designed to assure resources are present when execution is required. In consonance with PPBS, each service has a process for identifying requirements. Each service's program manager must assure that student input for ITRO courses is provided to the other services during each scheduled

FY 00 PBD SUPPORT DOCUMENT

MOTOR TRANSPORT OPERATOR O&M TRANSFER AMOUNTS

LOCATION OF TRAINING: Fort Leonard Wood

TRANSFERRING FROM Air Force   **TRANSFERRING TO:**   Army

TRANSFER AMOUNTS

	WORKLD	FY00 $	BOS CIVILIANS
BOS PAY	64	72,140	2
BOS NP	64	90,951	
BOS SUB TOT		*163,090*	
MSN NP	0	*-*	
TOTAL		*$ 163,090*	2

BASIS FOR TRANSFER AMOUNTS

FY 00 CONSOL LOAD	FY 00 COLLOC LOAD	FY 00 PERM PARTY	TOTAL POP	BOS MP FACTOR**	PERCENT MILITARY**	BOS NP FACTOR**	MSN NP FACTOR**	BOS AVG CIV SALARY**
0	45	19	64	0.036	25.8%	$ 1,335	$ 448	$ 31,875

NOTES:
** Taken from October 94 implementation study and expressed in FY 96 dollars.

Inflation Factors (FY 96 to FY00):   Civ Pers   Non-Pers
                                                          1.1316   1.0645

Leonard Wood POC: Cliff Hammock, DRM, DSN 676-4065

requirements planning event. For courses with a recognized capacity problem, the service program managers must resolve student input for each service prior to the scheduled planning event.

Figure 6-2, PBD Support Document Sample